



NATIONAL POSTAL FORUM

May 21-24, 2017

Baltimore Convention Center

Baltimore, MD

BULLETIN #1

ATTENTION: NPF EXHIBITOR

As Show Management, we are delighted that you have chosen to participate in the 2017 National Postal Forum in Baltimore, MD.

Enclosed is your copy of the NPF Application and Contract for Exhibit Space with your booth space assignment and deposit received indicated on the application. Every effort was made to provide you with your booth space preference, however, not all requests could be accommodated. Booth spaces were assigned on a first-come, first-served basis according to when your deposit was received. **Now is the time to check your space location and review surrounding companies to ensure that you are located near compatible companies.** Electrical service is installed from floor ports located throughout the hall. **The ceiling height clearance for Exhibit Halls E, F, G and Swing is 29'.** Please contact the Freeman Decorating Company for ceiling height clarification and specific dimensions of your booth space assignment if you have any questions or concerns while planning your exhibit layout.

The Exhibitor Service Manual containing rules, regulations and general information, plus various order forms for services you may need during your installation and dismantle, along with any order form included in this packet can be found online at www.npf.org under the **Exhibitor Resource Tab**. Please review this manual as soon as possible and note the various deadlines for specific information and services. If you have questions about any of the information contained in this manual, please contact Show Management or the Freeman Decorating Company.

All booths will be provided with 8' high blue, red and yellow back wall drape and 3' high blue side drape. Show Management will carpet the aisles in red and blue. Exhibitors are encouraged to cover the floors of their booths with their own carpet or by renting carpet from the Freeman Decorating Company.

The balance due date for the remaining cost of the space assignment is due Friday, March 31, 2017. Please refer to your invoice for your balance due.

If you have questions concerning your space assignment or deposit, please call Mary Guthrie at (703) 293-2313 or Laurie Woodhams at (703) 293-2329 at the NPF Headquarters.

**OFFICIAL SERVICE
CONTRACTOR/EXHIBITOR SERVICE
MANUAL**

Freeman Decorating Company
9900 Lanham Pkwy.
Lanham, MD 20706
freemanBaltimoreES@freemanco.com
Phone: (301) 918-7975
Facsimile: (469) 621-5609

Freeman Decorating Company has been appointed the Official Service Contractor for this event and will be responsible for an orderly and efficient move-in and move-out. The Service Manual, which can be found online at www.npf.org, includes detailed display rules and regulations, order forms for furnishings, electricity, telephones and information on shipping your display and materials

LOCATION

**Baltimore Convention Center
1 West Pratt Street
Baltimore, MD 21201
Phone: 410-649-7000
Fax: 410-649-7008**

The National Postal Forum Exhibition will be located in Exhibit Halls E, F, G & Swing at the Baltimore Convention Center in Baltimore, MD. The Educational Sessions, Luncheons, Consultation Centers and most other events have been scheduled to take place at the Baltimore Convention Center as well.

OFFICIAL EXHIBITION DATES AND HOURS:

Exhibit Halls E, F, G & Swing

Monday	May 22, 2017 9:30 a.m. – 4:00 p.m.
Tuesday	May 23, 2017 9:30 a.m. – 2:00 p.m. 5:00 p.m. – 6:30 p.m. (Exhibitor Reception)
Wednesday	May 24, 2017 9:00 a.m. - 12:00 noon

INSTALLATION

Exhibit Halls E, F, G & Swing

Saturday	May 20, 2017 8:00 a.m. – 5:00 p.m.
Sunday	May 21, 2017 8:00 a.m. – 5:00 p.m.

Exhibits must be set by 5:00 p.m. on Sunday, May 21, 2016 to facilitate cleaning the Exhibit Hall. Exhibitors may enter the hall during the above installation hours and remain in the hall after the official closing of installation listed above to continue to work on their displays. Additional exhibitors will not be permitted to enter the hall after the official closing time of installation. If you need additional time to set your booth, please contact Show Management to make arrangements.

DISMANTLE

Exhibit Halls E, F, G & Swing

Wednesday	May 24, 2017 12:00 noon – 8:00 p.m.
Thursday	May 25, 2017 8:00 a.m. – 5:00 p.m.

Dismantling of exhibits will begin at the break of the show at 12:00 noon on Wednesday, May 24, 2017. All exhibits must be removed from the facility by 5:00 p.m. on Thursday, May 25, 2017. All carriers must check in no later than Thursday, May 25, 2017 at 2:00 p.m.

EXHIBITOR REGISTRATION -- READ CAREFULLY

Exhibitor registration is provided for four individuals per 10'x10' space. This registration entitles EXHIBITORS entry into the exhibition hall during installation, exhibition, and dismantle hours as well as business sessions. Each exhibitor must have a badge to gain access to all General Sessions and Educational Sessions. Exhibitors who wish to attend the full schedule of Educational Sessions and all social events must complete the attendee registration form located in the preliminary announcement, and pay the fee indicated.

To register your personnel, please go to our website and sign-in with your username and password by **April 28, 2017**. All personnel must be registered under the company that is exhibiting. **FOUR BADGES PER 10'X10' BOOTH ARE PROVIDED AND ALLOW ACCESS TO THE EXHIBITION HALL. ANY EXHIBITOR REGISTRATION UPDATES, ADDITIONS, AND CHANGES CAN ALSO BE MADE** by signing in with your username and password on our website. Exhibitors may pick up their badges beginning **Saturday, May 20th** at 8:00 a.m. at the Exhibitor Registration Desk at the Baltimore Convention Center. Exhibitors are encouraged to register in advance; however, on-site registration will be available at the Exhibitor Registration Desk.

Exhibitor Appointed Contractors

Exhibiting companies that have appointed an Exhibitor Appointed Contractor or personnel to set their booth must complete the Non Official Contractor Form found on our website under the Exhibit and Speak Tab and then Exhibitor Resource Center and return it to Show Management by Friday, **May 5, 2017**. Special badges will be provided to outside contractors and installation & dismantle personnel at the

Exhibitor Registration Desk on **Friday, May 19, 2017**.

HOUSING INFORMATION

For those companies needing to book rooms for their personnel, please go to our website and sign-in with the Register button using your username and password. If you have forgotten your username or password, click on the forgot username and password and provide email address to update. At this time, rooms are available through NPF housing at the following hotels: Hyatt Regency Inner Harbor, Sheraton Inner Harbor and the Renaissance Harbor Place. As the contact person for your company, use your username and password for signing in and reserving hotel reservations. Please remember that you must enter unique emails as the system does not allow duplicate emails. You can also make changes as needed. Just go to our web site at www.npf.org and click on the Register Button.

Hospitality Functions and Affiliate Meetings

Hospitality Suites are available and may be reserved through Judy Clear at the NPF Headquarters at (703) 293-2317.

Note: Hospitality functions are not permitted during National Postal Forum Educational Sessions.

The National Postal Forum monitors closely the requests from companies for hospitality suites in an effort to encourage exhibitors to use the suites during non-official function hours, and to discourage non-exhibiting companies from utilizing a hospitality suite for business purposes and product demonstrations. If you are aware of violations of these policies, please inform Show Management.

If you need a meeting room for special meetings, please complete the Meeting Space Request Form found on our

Website and email the completed form to NPF at meetings@npf.org. There may be an additional fee for meeting space.

Off Property Activities

If your company is planning an activity for the National Postal Forum, we ask that you send to the NPF Headquarters in writing, a description of the function, date and time, and means of transportation. We ask that you provide this information to the NPF staff so that we may respond to individuals when the NPF staff is asked about these special functions. NPF will not publicize these events and assumes that all functions are by invitation only.

PROMOTIONAL OPPORTUNITIES

Sponsorships

Sponsorship opportunities are available to exhibiting companies. Participating companies will be listed in the on-site NPF Program/Exhibitor Guide, on the "wall of honor," and through signage placed on-site. Please contact Mary Guthrie for more details or go to the Sponsorship Opportunities on our website.

Advertisement for the NPF Program and Exhibit Hall Guide

To place your company's ad in the Program/Exhibit Hall Guide for the Forum, please email Mary Guthrie at mguthrie@npf.org to hold a space. The Program/Exhibit Hall Guide will be distributed to all NPF attendees on-site. The closing date to place an ad is **April 21, 2017**. All camera-ready artwork should be received at the NPF Headquarters by **April 28, 2017**. Download a copy of the Promotional Advertising/Sponsorship Order Form.

Registration Bag Insert

Don't miss the opportunity to include your promotional flyer in the National Postal Forum registration bag. To register for the Bag Inserts, complete the Promotional Order Form.

Pre-Show Mailing

The attendee mailing list for the National Postal Forum will be available to mail to in order to promote your company's products and participation at the National Postal Forum. Please contact Mary Guthrie at (703) 293-2313 or mguthrie@npf.org.

Complimentary Guest Passes

Complimentary Guest Passes will be e-mailed to each individual exhibiting company. Exhibitors may distribute them to their customers to attend the Exhibition at no charge.

The Complimentary Guest Passes do not include access to the General or Educational Sessions, or any social functions. One-day exhibit hall passes will be available onsite for purchase in the amount of \$50.00.

NPF Logo

The National Postal Forum encourages all exhibiting companies to promote the National Postal Forum in their marketing to their clients. To help you in this marketing outreach effort please request logo art to be emailed to you or download the National Postal Forum logo.

Speakers and Educational Session Suggestions

Professionals that are interested in participating in a presentation for Educational Sessions must have previous and relevant speaking experience. NPF will begin to accept presentation abstracts after the 2017

NPF for the 2018 Forum. Please check our home page at www.npf.org for the online abstract submission program after the Forum.

New Product Information

If you would like to have new product information showcased in the Program/Exhibit Hall Guide or distributed in a press release prior to the Forum, please complete the New Product Information Form and return it to NPF by **Friday, April 14, 2017**. This form is for products and services that have been launched since the previous Forum (NPF in Nashville, TN). Download a copy of the New Product Form.

SPECIAL EVENTS AND SERVICES

Arrive early to the NPF and make this career-enhancing trip even more memorable. You can make a difference and make memories in Baltimore, MD.

Habitat for Humanity

For the third consecutive year, the NPF is supporting Habitat for Humanity and their goal of creating a world where everyone has a place to call home. On Saturday, May 20, 2017 from 9:00 a.m. to 3:00 p.m. spend the day working on a single-family home in Baltimore. You can feel good about your contribution and make a tangible difference by helping grow a community.

Welcome and Areas' Reception

The Welcome Reception and seven USPS Area Receptions will be combined and held at the Hilton Inner Harbor on Sunday, May 21, 2017 from 5:00 p.m. – 6:30 p.m.

Exhibitors' Reception

Eat, drink and get an up-close look at the products, services and technologies that are driving today's mailing industry. The fourth annual NPF Exhibitors' Reception will be held **Tuesday, May 23rd, from 5:00 p.m. – 6:30 p.m.** in the Exhibit Hall giving you a chance to interact with colleagues and industry leaders from across the nation.

Wednesday Evening Event

Exhibitors are welcome and encouraged to join their industry peers **May 24, 2017**, at the Baltimore Raven's Ball Park to celebrate another successful NPF. Exhibitors may purchase tickets for this event at the Exhibitor Registration Desk on-site for \$100 per person.

Luncheons and Dessert Break in Exhibit Hall

Complimentary dessert and coffee breaks will be provided inside the exhibit hall in various areas throughout the hall Monday through Tuesday.

The Monday and Tuesday Forum Luncheon programs will be held in buffet style inside the Exhibit Hall. Immediately following the Luncheons, dessert will be served in the exhibit hall at various stations located throughout the exhibit hall.

Tickets are available for sale on-site for the Monday and Tuesday luncheons. Tickets may be purchased at the Exhibitor Registration Desk on-site for \$35.00 per person.

Lead Retrieval System

The National Postal Forum has implemented the lead retrieval system, Expocard by Experient. This system will enable exhibitors to obtain a list of all individuals who enter their booth and

request information about their products. Information on reader rentals, reader customizations, reader disks and direct computer link software can be found on our website at www.npf.org. Click on this link to take you to the Freeman Company website where the Exhibitor Manual is displayed and this form can be located.

NPF Networking Center and Prize Drawing Stations

To enhance traffic flow through the exhibit hall, the National Postal Forum has placed prize-drawing stations throughout the hall. Also placed on the exhibit hall floor; one lounge area will be dedicated to a Networking Center. Attendees are encouraged to visit the prize stations, Networking Center throughout the Forum. On Wednesday, special prize drawings will be held for sponsoring companies.

Lounge and Concession Areas

Concession and lounge areas with limited service will be located throughout the hall where space permits.

Wi-Fi Station

A special area in the exhibit hall will be available for attendees to access their e-mail and the Internet.

NPF Solutions Theater

Get a sneak preview of how industry experts and USPS officials are addressing the hottest topics in mail today – located in the hall by the MIRP booths.

Mailing Industry Resource Pavilion

The Mailing Industry Resource Pavilion is an information-gathering place for mailing industry professionals attending the National Postal Forum. It is where NPF attendees will find an assortment

of organizations active in the mailing community that can help them develop their careers and increase their knowledge.

Networking APP for 2017 NPF

The Networking APP is designed to create engagement and interaction! All NPF attendees will have the opportunity to download the APP to their smart phone. The goal is to connect peers to peers, attendees with exhibitors and Sponsors. Drive action, to exhibit booths, workshops and networking events. Stay tuned for more information. Sponsorship opportunities are available. Contact Mary Guthrie at mguthrie@npf.org for more information.

USPS Booth and Consultation Center

The USPS exhibits offers you another opportunity to see how they seamlessly align with your business needs. Both booths will be on the exhibit floor for your and the attendee access.

ENGAGE

Be sure to follow the National Postal Forum on Facebook, LinkedIn and Twitter. When tweeting, use the #2017NPF hashtag to track tweets.

Information provided on these media streams will keep you up to date with what is going on with the forum and the mailing industry.

LinkedIn:

http://www.linkedin.com/groups?home=&qid=2554479&trk=anet_ug_hm

Facebook:

<https://www.facebook.com/pages/National-Postal-Forum/189689389763?ref=ts>

Twitter:

<http://twitter.com/postalforum>

QUESTIONS

If there are questions about the National Postal Forum or any order forms listed on our web site, please contact Mary Guthrie or Laurie Woodhams at:

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